



What is the Transition Internship Project?

The NHVR Transition Internship Project is designed to provide educators and school personnel with an opportunity to work closely with their local Vocational Rehabilitation (VR) office and transition counselors. The project is intended to provide these individuals with information regarding the VR program and process, adult agencies, employers' needs, labor market information, disability legislation, etc. that may also be applied to their line of work.

The project will run from August 28, 2016 through May 6, 2017 and is facilitated through a blended learning platform hosted through Keene State College. Interns will begin the learning experience with an eleven week in-depth orientation to the VR process through an online course. Interns will then engage in three internship cycles where they will meet with VR counselors and staff in the local VR office to practically learn many aspects of the VR process. Each participant is expected to complete 10 internship hours per cycle. In addition, interns will come together four times throughout the internship cycles to share, reflect, and engage in interactive learning experiences.

Interns will be required to complete and present a final project as well as write a reflection paper that outlines what has been learned, how the learning has impacted their understanding of VR, and how their new knowledge may be applied in the future. The project is designed to resemble a case study where it will have real world relevance and practical application for the participant. Interns will be asked to identify a student to bring through the entire VR process with assistance from their VR counselor mentor. Through this process, interns will gain a comprehensive understanding of VR through an authentic learning experience.

Throughout the three internship cycles, Vocational Rehabilitation counselors who participate in the program will provide the opportunity for interns to job shadow them in various aspects of their job, including sitting in on intakes, writing eligibility statements, administering assessments, guidance and counseling, developing the comprehensive assessment, writing an Individualized Plan for Employment (IPE), reviewing financial aid transmittal forms, etc. In addition, interns will also have opportunities to explore area agencies, area services, and meet area vendors that provide services to VR customers.

Overall, interns will have the opportunity to learn about the services VR provides and the collaborative partner agencies that also assist clients to become successfully employed. In order for students to be successful during the transition process, we need to consider all avenues and services that might aid in reducing barriers to employment for students with disabilities, regardless if they are pursuing employment or post-secondary training for

employment. The interns will also be able to take what they have learned and apply it to the classroom and Individual Education Program (IEP) meetings when working with transition students. It is hoped that this will improve transition planning and transition goals that teachers assist their students in developing each year. A better understanding of the role of different agencies and an overview of the services they provide will give teachers a broader list of resources they can use when working with students and their parents.

Upon successful completion of all coursework, interns will receive three (3) graduate credits from Keene State College. The cost of these credits will be borne by NHVR. If Concord is at least 50 miles one way from your home, per diem costs for hotel, meals, and mileage for the four (4) internship group meeting days will also be provided by NHVR. Incidental costs associated with gas, meals, etc. for the internship weeks in the field are the responsibility of the participant. Interns can also receive mileage reimbursement from NHVR for travel related to their field experiences.

If accepted into this internship, interns will become a student of Keene State College for the duration of the course, and will have access to their libraries and online resources. Interns will be expected to adhere to all Keene State College rules and code of ethics.

A course informational session will be held in mid-August. Details on this meeting will be included in the intern's acceptance letter.

Course Assessments:

1. A mid-point Reflection Assessment multimedia presentation
2. An eportfolio of resources from all of the agencies visited/community field trips, etc
3. A product (case study)
4. A final presentation of reflection, portfolio, and case study
5. A reflection paper

Internship Course Calendar

| | |
|--|---------------|
| Course Week 1: Welcome, Laws, VR overview | 8/28 - 9/3 |
| Course Week 2: IDEA/Transition, VR Process, Documentation | 9/4 - 9/10 |
| Course Week 3: IPE, More VR | 9/11 - 9/17 |
| Course Week 4: Other State agencies/services | 9/18 - 9/24 |
| Course Week 5: WIOA | 9/25 - 10/1 |
| Course Week 6: Transition and School Collaboration & VR Logistics | 10/2 - 10/8 |
| Course Week 7: internship prep and VR Transition Services | 10/9 - 10/15 |
| Course Week 8: VR Transition Assessments and Career Development | 10/16 - 10/22 |
| Course Week 9: Final Project (Case Study), introduce Project Proposal, Week of Reflection: "Where are you in your learning?" | 10/23 - 10/29 |
| Week 10: Career Development | 10/30 - 11/5 |
| Week 11: Final Project (Case Study) | 11/6 - 11/12 |
| internship group Initial meeting with instructor - Introduce Midpoint Reflection Assessment | 11/12 |

| | |
|------------------------------------|---------------|
| internship Cycle 1 (Weeks 12 - 17) | 11/13 - 12/24 |
| Week 12: VR Counselors | 11/13 - 11/19 |
| Week 13: Happy Thanksgiving | 11/20 - 11/26 |

| | |
|---|----------------------|
| Week 14: Deaf and Hard of Hearing in the Field | 11/27 - 12/3 |
| Week 15: Benefits Planning | 12/4 - 12/10 |
| Week 16: Disabilities Services | 12/11 - 12/17 |
| Week 17: Bureau of Developmental Services | 12/18 - 12/24 |
| internship Cycle 2 (Weeks 18 - 23) | 12/25 - 2/4/17 |
| Week 18: Winter Break | 12/25 - 12/31 |
| Week 19: VR Programs Part 1 | 1/1/17 - 1/7/17 |
| 2nd internship group meeting with instructor | 1/7/17 |
| Week 20: VR Programs Part 2 | 1/8/17 - 1/14/17 |
| Week 21: Area Agencies | 1/15/17 - 1/21/17 |
| Week 22: Protection and Advocacy | 1/22/17 - 1/28/17 |
| Week 23: One Stops and Employment Security | 1/28/17 - 2/4/17 |
| internship Cycle 3 (Weeks 24 - 30) | 2/5/17 - 3/18/17 |
| Week 24: Apprenticeships | 2/5/17 - 2/11/17 |
| Week 25: Child Protective Services/Juvenile Justice | 2/12/17 - 2/18/17 |
| Week 26: Assistive Technology | 2/19/17 - 2/25/17 |
| Week 27: Parent Organizations | 2/26/17 - 3/4/17 |

| | |
|--|----------------------|
| 3rd internship group meeting with instructor (focus on Case Study) | 3/4/17 |
| Week 28: Case Study development | 3/5/17 - 3/11/17 |
| Week 29: Case Study work and ePortfolio development | 3/12/16 - 3/18/17 |
| Week 30: Work on ePortfolio | 3/19/17 - 3/25/17 |
| Week 31: Work on Site Visit notes and NHVR internship Log | 3/26/17 - 4/1/17 |
| Week 32: Work on Case Study | 4/2/17 - 4/8/17 |
| Week 34: Work on Case Study | 4/9/17 - 4/15/17 |
| Week 35: Work on Presentation | 4/16/17 - 4/22/17 |
| Week 36: Work on Reflection Paper | 4/23/17 - 4/29/17 |
| District/VR Presentations | 4/22/17 |
| End of Program Celebration | 5/6/17 |

In the event of inclement weather, on group meeting days, meetings will be held via **GoToMeeting** webinar. Please make prior arrangements with your school's IT Department to have the program installed or adequate permissions to download the program.

Assessment Due Dates:

- 1. Midpoint Reflection Summative Assessment - 12/3/16**
- 2. Case Study first draft - 3/18/17**
- 3. ePortfolio - 3/25/17**
- 4. Site Visit notes and NHVR internship Log - 4/1/17**
- 5. Case Study - 4/15/17**
- 6. internship Case Study Presentations - 4/22/17**
- 7. Reflection Papers - 4/29/17**
- 8. Program Evaluations - 5/5/17**



Transition Internship Application

Directions: Only complete application packets will be accepted. Acceptance will be subject to the availability of local VR office staff and counselors.

1. Please type all responses and answer all questions fully and thoughtfully. Attach additional sheets as necessary.
2. Please attach a letter of support from a school/district administrator for your participation in this project.
3. A brief interview may be requested before acceptance into the project.
4. Ensure you are available for the program period, August 28, 2016 through May 6, 2017.
5. Email completed packets to nhvteacherinternship@doe.nh.gov with "Intern Application" in subject line, or print and mail to Tina Greco, 21 S. Fruit St. Suite 20 Concord, NH 03301, by May 27, 2016.

| Applicant Information | |
|------------------------------------|--|
| Name | |
| Date of Birth | |
| Street Address | |
| City, ST ZIP Code | |
| Phone (personal and work) | |
| E-Mail Address (personal and work) | |
| School/Position/Grade | |
| Current Certifications | |

Candidacy Review Questions

Please describe why you want to participate in the Transition Internship Project and how it relates to your professional development plan and your current position:

Describe how you will use the knowledge you will gain from this experience:

Describe any special skills or qualifications that should be considered for acceptance into this program:

Person to Notify in Case of Emergency

| | |
|------------------|--|
| Name | |
| Street Address | |
| City ST ZIP Code | |
| Home Phone | |
| Work Phone | |
| E-Mail Address | |

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted into the Transition Internship Project, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I understand that for the program period, I will be considered a Keene State College Student and will have further paperwork to fill out if accepted into the program.

| | |
|-------------------|--|
| Name (printed) | |
| Signature | |

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in the Teacher Internship Project. The deadline for application is May 27, 2016; and announcement of participants will occur in mid June 2016.

For more information please contact:

Tina Greco

Transition Coordinator

NHVR

603-271-3993

nhvrteacherinternship@doe.nh.gov

Disability Knows No Race, Color, or National Origin – We Serve All of the Disabled

Equal Opportunity Employer – Equal Educational Opportunities